



## Town of Garrett Park

Incorporated 1898

To: Mayor and Town Council  
From: Andrea Fox, Town Manager  
Subject: Monthly Manager's Report  
Date: November 8, 2021

**Monthly Financial Report** – October Revenues, Operations, and Capital Budgets are at expected levels; total revenues and expenses are within projections.

### **New Building Permits**

- BP20211008-DR1 was issued October 25, 2021, to 10705 Weymouth Street for a replacement deck.

### **Town Office & Maintenance Highlights –**

- Procurement Update – The specs and RFPs currently under development are:
  - Penn Place painting
  - Copier/printer lease
  - Town Hall concept drawings
- The Highway User Revenue report was submitted, and the FY21 audit is scheduled to be completed in the coming weeks.
- Town Maintenance staff oversaw some much needed repairs to an area behind the Penn Place building that causes dangerous icing conditions.
- The Town Office encourages residents to stay informed on Town happenings. Please contact [support@garrettparkmd.gov](mailto:support@garrettparkmd.gov) to receive Town website notifications, register for the Resident's Portal, and receive emails from the GPML and Town Forum list servs. By signing up you'll receive notifications regarding Council Meeting materials, road closures, special projects, and other Town business.

As this will be my last Town Council Meeting, I wanted to thank Mayor Kacky and Council for the opportunity to serve the Town. I have learned so much working as your Town Manager, and have appreciated working alongside wonderful, dedicated staff and contractors in such a beautiful place.

**TOWN OF GARRETT PARK    October 2021    Monthly Financial Report**

REVENUES	FY 2021			FY 2022		
	EOY ACTUAL	October	% Actual	BUDGET	October	% BUDGET
						TARGET % 32.2%
<b>1.0 - Prior Year Carryover*</b>	\$400,308	\$400,308		\$70,000	\$480,003	
<b><u>Town Receipts</u></b>						
<b><u>2.0 - Taxes &amp; Fees</u></b>	<b><u>\$1,142,068</u></b>	<b><u>\$355,480</u></b>	<b><u>31.1%</u></b>	<b><u>\$1,045,516</u></b>	<b><u>\$305,081</u></b>	<b><u>29.2%</u></b>
<b>2.1-- Local Property Taxes</b>	<b>\$594,634</b>	<b>\$282,383</b>	<b>47.5%</b>	<b>\$578,698</b>	<b>\$294,236</b>	<b>50.8%</b>
2.1.1 -- Real Property Taxes	\$576,001	\$281,389	48.9%	\$568,042	\$293,653	51.7%
2.1.2 -- Personal Property Taxes	\$17,825	\$981	5.5%	\$9,181	\$576	6.3%
2.1.3 -- Penalties & Interest	\$794	\$0	0.0%	\$907	\$7	0.8%
2.1.4 -- Homestead Tax Credit	\$14	\$14	99.3%	\$568	\$0	0.0%
<b>2.2 -- Local Income Taxes</b>	<b>\$531,968</b>	<b>\$67,820</b>	<b>12.7%</b>	<b>\$450,000</b>	<b>\$6,955</b>	<b>1.5%</b>
<b>2.3 -- Other Local Taxes and Fees</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
<b>2.4 -- Licenses and Permits</b>	<b>\$15,466</b>	<b>\$5,276</b>	<b>34.1%</b>	<b>\$16,818</b>	<b>\$3,890</b>	<b>23.1%</b>
<b><u>3.0 - Intergovernmental Receipts</u></b>	<b><u>\$110,251</u></b>	<b><u>\$57,724</u></b>	<b><u>52.4%</u></b>	<b><u>\$104,090</u></b>	<b><u>\$74,850</u></b>	<b><u>71.9%</u></b>
<b>3.1 -- From State of Maryland</b>	<b>\$43,130</b>	<b>\$9,290</b>	<b>21.5%</b>	<b>\$34,930</b>	<b>\$18,553</b>	<b>53.1%</b>
<b>3.2 -- From Montgomery County</b>	<b>\$67,121</b>	<b>\$48,435</b>	<b>72.2%</b>	<b>\$69,160</b>	<b>\$56,298</b>	<b>81.4%</b>
<b><u>4.0 -- Municipal Refuse Collection</u></b>	<b><u>\$120,530</u></b>	<b><u>\$60,060</u></b>	<b><u>49.8%</u></b>	<b><u>\$120,780</u></b>	<b><u>\$59,400</u></b>	<b><u>49.2%</u></b>
<b><u>5.0 - Miscellaneous Receipts</u></b>	<b><u>\$151,094</u></b>	<b><u>\$47,598</u></b>	<b><u>31.5%</u></b>	<b><u>\$117,237</u></b>	<b><u>\$42,261</u></b>	<b><u>36.0%</u></b>
<b>5.1 -- Investment Earnings</b>	<b>\$1,859</b>	<b>\$680</b>	<b>36.6%</b>	<b>\$1,327</b>	<b>\$326</b>	<b>24.6%</b>
<b>5.2 -- Rents and Concessions</b>	<b>\$110,824</b>	<b>\$40,444</b>	<b>36.5%</b>	<b>\$115,390</b>	<b>\$41,835</b>	<b>36.3%</b>
5.2.1 -- Town Hall Rents	\$384	\$0	0.0%	\$10,000	\$3,015	30.2%
5.2.2 -- Penn Place Rents	\$104,994	\$34,998	33.3%	\$99,400	\$32,829	33.0%
5.2.3 -- Swimming Pool Assoc.	\$5,446	\$5,446	100.0%	\$5,990	\$5,991	100.0%
<b>5.3 -- Restricted Contributions</b>	<b>\$3,780</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
5.3.1 -- Archives Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.2 -- Bench Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.3 -- Tree Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.4 -- Gifts to Sanitation Crew	\$3,780	\$0	0.0%	\$0	\$0	0.0%
<b>5.4 -- Other Receipts</b>	<b>\$34,631</b>	<b>\$6,473</b>	<b>18.7%</b>	<b>\$520</b>	<b>\$100</b>	<b>0.0%</b>
<b>Total Town Receipts:</b>	<b>\$1,523,943</b>	<b>\$520,862</b>	<b>34.2%</b>	<b>\$1,387,623</b>	<b>\$481,592</b>	<b>34.7%</b>
<b>Carryover + Receipts:</b>	<b>\$1,924,251</b>	<b>\$921,170</b>		<b>\$1,457,623</b>	<b>\$961,595</b>	<b>66.0%</b>
<b><u>6.0 -- From Reserves</u></b>	<b><u>\$40,404</u></b>	<b><u>\$2,898</u></b>		<b><u>\$0</u></b>	<b><u>\$0</u></b>	
<b>SUBTOTAL</b>	<b>\$1,964,655</b>	<b>\$924,068</b>	<b>47.0%</b>	<b>\$1,457,623</b>	<b>\$961,595</b>	
<b><u>Financial Assistance</u></b>						
<b>7.0 -- SRTS Project</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
7.1 - SRTS SHA Grant Mod1	\$0	\$0		\$0	\$0	
7.2 - SRTS SHA Grant Mod 2	\$0	\$0		\$0	\$0	
<b>Total Revenues: **</b>	<b>\$1,964,655</b>	<b>\$924,068</b>		<b>\$1,457,623</b>	<b>\$961,595</b>	

\* \$480,003 is EOY actual carryover, which will be taken into account during FY22 midyear budget adjustment.

\*\* Includes Receipt Carryover, Reserves & Grants

**TOWN OF GARRETT PARK      October 2021      Monthly Financial Report**

OPERATIONS	FY 2021			FY 2022		
	EOY ACTUAL	October	% Actual	BUDGET	October	% BUDGET
						Target % 32.2%
<b>10.0 - Personnel</b>	<b>\$566,070</b>	<b>\$197,500</b>	<b>34.9%</b>	<b>\$627,784</b>	<b>\$204,677</b>	<b>32.6%</b>
10.1 -- Salaries	\$418,053	\$146,786	35.1%	\$444,715	\$150,013	33.7%
10.2 -- Overtime	\$1,830	\$0	0.0%	\$9,727	\$0	0.0%
10.3 -- Benefits	\$114,066	\$39,485	34.6%	\$138,321	\$43,187	31.2%
10.4 -- Payroll Taxes, Etc.	\$32,121	\$11,229	35.0%	\$34,021	\$11,476	33.7%
10.5 -- Training	\$0	\$0	0.0%	\$1,000	\$0	0.0%
<b>11.0 - Town Administration</b>	<b>\$277,782</b>	<b>\$104,829</b>	<b>37.7%</b>	<b>\$199,935</b>	<b>\$61,374</b>	<b>30.7%</b>
11.2 -- Gen. Admin. Expenses	\$97,820	\$25,931	26.5%	\$80,809	\$14,373	17.8%
11.2.1 -- General Expenses	\$30,231	\$7,219	23.9%	\$30,809	\$7,191	23.3%
11.2.2 --Contract Office Assistant	\$67,589	\$18,712	0.0%	\$50,000	\$7,182	14.4%
11.2.3 -- Parking Enforcement Officer	\$0	\$0	0.0%	\$0	\$0	0.0%
11.2.4 -- Web Master	\$0	\$0	0.0%	\$0	\$0	0.0%
11.3 -- Elected and Appointed Officials	\$1,262	\$63	5.0%	\$9,500	\$518	5.5%
11.4 -- Professional Fees	\$137,383	\$60,468	44.0%	\$60,880	\$30,472	50.1%
11.5 -- Insurance	\$8,544	\$8,168	95.6%	\$8,740	\$9,012	103.1%
11.6 -- External Organization	\$5,317	\$4,465	84.0%	\$5,900	\$3,648	61.8%
11.7 -- IT Operations	\$27,456	\$5,733	20.9%	\$34,106	\$3,350	9.8%
<b>12.0 - Town Committees</b>	<b>\$32,462</b>	<b>\$9,864</b>	<b>30.4%</b>	<b>\$49,695</b>	<b>\$6,327</b>	<b>12.7%</b>
12.1 -- Arboretum	\$6,180	\$720	11.7%	\$15,000	\$1,575	10.5%
12.2 -- Archives	\$26,175	\$9,144	34.9%	\$33,195	\$4,268	12.9%
12.3 -- Historic Preservation Committee	\$0	\$0	0.0%	\$1,000	\$484	0.0%
12.4 -- Ad Hoc Groups & Sponsorships *	\$107	\$0	0.0%	\$500		0.0%
<b>13.0 - Infrastructure and Equipment</b>	<b>\$150,520</b>	<b>\$64,291</b>	<b>42.7%</b>	<b>\$167,600</b>	<b>\$52,707</b>	<b>31.4%</b>
13.1 -- Penn Place	\$98,214	\$39,576	40.3%	\$80,000	\$26,057	32.6%
13.2 -- Town Hall	\$8,333	\$2,817	33.8%	\$12,000	\$7,980	66.5%
13.3 -- Maintenance Facility	\$710	\$404	56.8%	\$1,000	\$239	23.9%
13.4 -- Community Center	\$600	\$200	33.3%	\$1,600	\$451	28.2%
13.5 -- Trees, Parks & Grounds	\$36,876	\$18,931	51.3%	\$65,000	\$9,324	14.3%
13.6 -- Equipment M&R	\$5,532	\$2,363	42.7%	\$8,000	\$8,617	107.7%
13.7 -- Stormwater Drainage	\$255	\$0	0.0%	\$0	\$40	0.0%
<b>14.0 - Town Services</b>	<b>\$172,650</b>	<b>\$55,871</b>	<b>32.4%</b>	<b>\$180,780</b>	<b>\$46,435</b>	<b>25.7%</b>
14.1 -- Road Maintenance & Cleaning	\$50,884	\$16,190	31.8%	\$60,000	\$17,525	29.2%
14.2 -- Trash Collection	\$121,766	\$39,681	32.6%	\$120,780	\$28,910	23.9%
<b>15.0 -- Debt Service, Taxes, Interest</b>	<b>\$100,630</b>	<b>\$2,952</b>	<b>2.9%</b>	<b>\$63,935</b>	<b>\$1,579</b>	<b>2.5%</b>
<b>16.0 - Expenditure of Restricted Funds</b>	<b>\$3,830</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
16.1 -- Archives	\$0	\$0	0.0%	\$0	\$0	0.0%
16.2 -- Benches	\$0	\$0	0.0%	\$0	\$0	0.0%
16.3 -- Trees	\$0	\$0	0.0%	\$0	\$0	0.0%
16.4 -- Sanitation Crew Gifts	\$3,830	\$0	0.0%	\$0	\$0	0.0%
<b>17.0 -- Contingency</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$109,235</b>	<b>\$0</b>	<b>0.0%</b>
<b>Total Operating Expenses:</b>	<b>\$1,303,944</b>	<b>\$435,306</b>	<b>33.4%</b>	<b>\$1,398,964</b>	<b>\$373,098</b>	<b>26.7%</b>
<i>Net Difference from Revenue</i>				\$58,659	\$588,496	
<b>Transfers</b>	<b>\$180,708</b>	<b>\$0</b>		<b>\$58,659</b>	<b>\$58,659</b>	
<b>20.0 -- Total to Capital Fund Accts</b>	<b>\$176,928</b>	<b>\$0</b>		<b>\$58,659</b>	<b>\$58,659</b>	
<b>20.1 -- Cap Acct Town Funds</b>	<b>\$176,928</b>	<b>\$0</b>	<b>0%</b>	<b>\$58,659</b>	<b>\$58,659</b>	
20.1.1 -- Town Accts	\$176,928			\$58,659	\$58,659	
20.1.2 -- SRTS Town Share				\$0	\$0	
<b>20.2 -- Cap Acct Fin Assist</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>	
20.2.1 -- SRTS SHA Grant Mod 1				\$0	\$0	
20.2.2 -- SRTS SHA Grant Mod 2	\$0			\$0	\$0	
<b>21.0 - To Operating Reserve</b>	<b>\$3,780</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>\$0</b>	
21.1 -- To Other Reserves	\$3,780		0%	\$0	\$0	
<b>Total Operating Expenses:</b>	<b>\$1,484,652</b>	<b>\$435,306</b>	<b>29%</b>	<b>\$1,457,623</b>	<b>\$431,757</b>	
<b>Net Difference (Rev-Ops)</b>	<b>\$480,003</b>	<b>\$488,761</b>		<b>\$0</b>	<b>\$529,837</b>	

CAPITAL BUDGET ACCOUNTS	Prior Years Appropriations Remaining	FY22 Capital Program	Total FY22 Capital Funds	YTD Capital Expenditures	Unexpended Capital Funds
CAPITAL ACCOUNT - Town Funds			Oct-21	Oct-21	Oct-21
25.0 - Equipment	\$30,571	\$0	\$30,571	\$0	\$30,571
26.0 - Streets and Roads	\$391,522	\$0	\$391,522	\$0	\$391,522
26.1 - Streets & Curbs	\$217,548	\$0	\$217,548	\$0	\$217,548
26.2 - Sidewalks	\$155,380	\$0	\$155,380	\$0	\$155,380
26.3 - SRTS Project	\$18,594	\$0	\$18,594	\$0	\$18,594
26.3.1 SRTS Inspector	\$10,594	\$0	\$10,594	\$0	\$10,594
26.3.2 - SRTS Contingency	\$8,000	\$0	\$8,000	\$0	\$8,000
27.0 - Facilities	\$240,082	\$45,843	\$285,925	\$58,017	\$227,908
27.1 - Penn Place	\$42,157	\$23,843	\$66,000	\$36,084	\$29,916
27.2 - Town Hall	\$182,085	\$22,000	\$204,085	\$21,933	\$182,152
27.3 - Other Maintenance	\$15,840	\$0	\$15,840	\$0	\$15,840
28.0 - Services	\$363,878	\$0	\$363,878	\$0	\$363,878
28.1 - Utilities	\$108,000	\$0	\$108,000	\$0	\$108,000
28.2 - Storm Drains	\$255,878	\$0	\$255,878	\$0	\$255,878
29.0 - Public Spaces	\$51,608	\$10,000	\$61,608	\$3,875	\$57,733
29.1 - Parks and Open Spaces	\$25,825	\$0	\$25,825	\$0	\$25,825
29.2 - Arboretum	\$25,783	\$10,000	\$35,783	\$3,875	\$31,908
30.0 - Technology	\$26,169	-\$7,184	\$18,985	\$3,300	\$15,685
30.1 - Website	\$5,000	\$0	\$5,000	\$3,300	\$1,700
30.2 - IT Equipment	\$20,169	-\$7,184	\$12,985	\$0	\$12,985
30.3 - Telephone Equipment	\$1,000	\$0	\$1,000	\$0	\$1,000
31.0 - Other	\$0	\$0	\$0	\$0	\$0
32.0 - Capital Planning	\$102,009	\$10,000	\$112,009	\$4,457	\$107,552
32.1 - Town Hall	\$45,000	\$10,000	\$55,000	\$0	\$55,000
32.2 - Storm Water Management	\$25,036	\$0	\$25,036	\$1,287	\$23,749
32.3 - Sidewalk Planning	\$16,598	\$0	\$16,598	\$3,170	\$13,428
32.4 - Arboretum Plan and Tree Inventory	\$10,375	\$0	\$10,375	\$0	\$10,375
32.5 - Explore Maint. Facility Options	\$0	\$0	\$0	\$0	\$0
32.6 - Other*	\$5,000	\$0	\$5,000	\$0	\$5,000
33.0 - Contingency	\$57,051	\$0	\$57,051	\$0	\$57,051
TOTAL CAPITAL ACCOUNT - Town Funds	\$1,262,890	\$58,659	\$1,321,549	\$69,649	\$1,251,900
CAPITAL ACCOUNT - Financial Assistance					
34.0 SRTS Grant Project	\$0	\$0	\$0	\$0	\$0
34.1 Initial SRTS Grant (prior year)	\$0	\$0	\$0	\$0	\$0
34.2 SRTS SHA Grant Mod 1	\$0	\$0	\$0	\$0	\$0
34.3 SRTS SHA Grant Mod 2	\$0	\$0	\$0	\$0	\$0
TOTAL CAPITAL BUDGET - Combined Accounts	\$1,262,890	\$58,659	\$1,321,549	\$69,649	\$1,251,900

**Oct-21**

**Reserve Fund Summary 7/1/21** **\$332,888**

	Additions	Expenditures	
Operating Reserve			\$175,000
Employee Leave Reserve			\$97,713
Yeandle Park Reserve			\$50,000
Penn Place Tenants Security Deposits			\$4,948
Archives Balance*			\$1,971
Bench Balance			\$330
Tree Balance			\$860
Sanitation Crew Balance	\$0	\$0	\$0
Wynne Case Reimbursement			\$2,066

**Reserve Fund Summary 10/31/21** **\$0** **\$0** **\$332,888**